

**Naktideul CBBO FARMER PRODUCER COMPANY LIMITED**  
**(CIN No.: U01611OD2023PTC042374)**

Advertisement No: 1

Dated 22/08/2023

**RECRUITMENT ADVERTISEMENT FOR ACCOUNTANT**

Naktideul CBBO Farmers Producer Company Ltd. (Promoted under 10k FPO promotion programme) invites applications from eligible candidates for contractual engagement of the following post:

Positions	No. of vacancies	Qualification	Max. Age Limit	Experience	Salary (Per Month) (INR)
Accountant	01	<ul style="list-style-type: none"><li>• 10+2 with Mathematics as compulsory subject or alternatively with Commerce or Accountancy background.</li><li>• Knowledge of Accounting software (TALLY) etc. is must.</li><li>• If any member of SHG or her family members meet the above criteria, they may be considered preferably in the process</li></ul>	35 years	1 + year of work experience as an Accountant handling financial transaction with exposure to accounting software	10,000.00 (Consolidated)

1. Details of role, responsibilities, qualifications and other eligibility criteria for each Post and application forms are available in notice board of Naktideul block office, all the notice board of GPLF office of OLM& DRDA building, Kacheri Road, Sambalpur, Pin: 768001. Also it is available in the district website [www.sambalpur.nic.in](http://www.sambalpur.nic.in). Interested candidates can download the details
2. Documents in support of identity, qualifications, experience, etc. must be produced in 'originals' as and when required.
3. The selection process will consist of short listing of candidates on the basis of academic qualifications, experience, Telephonic Interview and Written Ability Test followed by personal interview.

*Banita Saha*  
**Managing Director**  
Naktideul CBBO Farmers PC Limited

4. The Educational Qualification should be from approved recognized institutions and only prescribed Post Educational work experience will be counted / taken into consideration.
5. Only shortlisted candidates will be informed about further selection process through text message and email. Applicants should ensure that the mobile number and email-id given in the application form is active.
6. The FPO reserves the right to cancel/ reject any or all applications or to cancel / reject or to amend any clause laid down in the advertisement.
7. The last date of receipt of applications for the above post(s) is 11.09.2023 up to 4.00 PM; The Applications can be submitted through Registered Post to the address given below. Candidates should note that incomplete application or applications received after due date and time are liable to be rejected summarily.

Address:

Block Development Officer, Naktideul Block. At:P.O: Naktideul, Dist.: Sambalpur Odisha PIN-768118 (OLM section)

Candidates shall have a valid personal email ID and mobile number which should be kept till the recruitment process is over.

## Selection Procedure

The selection process will consist of short listing of candidates on basis of academic qualification, experience and skills followed by Written test and Personal interview.

### **RECRUITMENT OF ACCOUNTANT FOR NAKTIDEUL CBBO FARMERS PRODUCER COMPANY LTD, SAMBALPUR**

#### INTRODUCTION & BACKGROUND: -

Naktideul CBBO Farmers Producer Company Limited (NCFPCL) was established under Companies Act 2013, in the year 2023 with the support of District Administration, Sambalpur. The purpose of this Producer Company is to enhance the livelihoods of the rural producers by creating better opportunities. This Producer Company is dealing with procurement, value addition and marketing of Vegetables and other products. Basically, idea of this Producer Company is to provide all types of support i.e., forward and backward linkage to the producers through WSHG/Producer Group and cluster approach.

*Banita Saha*  
**Managing Director**  
Naktideul CBBO Farmers PC Limited

## Term of Reference

Designation	Accountant
Qualification	<ul style="list-style-type: none"><li>• 10+2 with Mathematics as compulsory subject or alternatively with Commerce or Accountancy back ground.</li><li>• Knowledge of Accounting software (TALLY) etc. is must.</li><li>• If any member of SHG or her family members meet the above criteria, they may be considered preferably in the process</li></ul>
Experience	1 + year of work experience as an Accountant handling financial transaction with exposure to accounting software
Age	Maximum 35 Years
Monthly Salary	Rs.10,000/- per month(Consolidated)
Required position	1 (One)
Job profile	
<ol style="list-style-type: none"><li>1. Recording daily business transaction of FPO in Accounting software</li><li>2. Inventory Management</li><li>3. Assets Management</li><li>4. Dealing with Banks</li><li>5. Prepare Financial Records for Auditing</li><li>6. Manage Compliance pertaining to Tax and RoC</li></ol>	

### PLACE OF POSTING:

The place of posting for Accountant will be at FPO office in respective Block.

### HOW TO APPLY:

1.The last date of receipt of applications for the above post(s) is 11.09.2023 up to 4.00 PM; The Applications can be submitted through Registered Post to the address given below. Candidates should note that incomplete application or applications received after due date and time are liable to be rejected summarily.

### Address:

Block Development Officer, Naktideul Block. At: P.O: Naktideul, Dist.: Sambalpur Odisha PIN-768118 (OLM section)

2.Self-attested Hard copy of Documents in support of Identity, Qualifications, Experiences, age proof certificate, caste certificate, etc. to be sent with the application form through Registered Post to the address given above.

*Barita Saha*  
**Managing Director**  
Naktideul CBBO Farmers PC Limited

3.Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.

Sd/

Selection Procedure:

The selection process will consist of shortlisting of candidates on basis of academic qualifications, and experience & skills, followed by Written Ability Test, Computer Test and personal interview.

*Banita Saha*  
**Managing Director**  
Naktideul CBBO Farmers PC Limited

## BIO DATA

### 1. Personal Details

Photo

Title	(FIRST NAME)	(SURNAME)
<b>Address</b>		
<b>Present</b>		<b>Permanent</b>
		<b>(Not necessary, if the Present Address and</b>
<b>Mobile Number:</b>		
<b>Alternate Contact Number (If available):</b>		
<b>Email Address:</b>		
<b>Date of Birth: (DD/MM/YYYY):</b>		
<b>Category (ST/SC/SEBC/General):</b>		

### 2. Educational Qualification (10<sup>th</sup> Standard onwards)

Qualification	Institution	Board/University	Year of Completion	Division	Percentage of Marks

- Where only division or grade is awarded, the candidate is required to convert it in terms of percentage (documentary proof in support of conversion of Grade into %marks should be attached)
- Self-attested Xerox copies of all mark sheets of all examinations shall be submitted at the time of verification.
- If conversion in percentage and your total marks are not given, the point in the respective qualification may not be taken into consideration.

**3. Other trainings/qualifications including relevant short training courses:**

Course	Duration	Institution	Details

**4. Employment/Experience Details:**

Name and Address of the Employer	Designation	Duration		Experiences inMonth	Brief description of Duties
		From	To		

**N.B.** Experience certificate shall be obtained from the employer & self-attested Xerox copy of the same shall be submitted at the time of verification.

**5. Language Proficiency: (Please tick in the appropriate box)**

Language	Speak	Read	Write
English			
Hindi			
Odia			

Any other			
-----------	--	--	--

**Declaration:**

I do hereby declare that all statements / information made in the application form are true, complete, and correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect at any point of time, my candidature/ engagement will be cancelled/ terminated without any further notice.

**Date:**

**Place:**

**Signature of the Applicant**

\*Canvassing for employment in any manner will be liable for disqualification.